

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 19 September 2023 at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 14th September 2023

AGENDA

Item		Lead
1	<ul style="list-style-type: none"> a To receive apologies for absence given in advance of the meeting b To record apologies for absence not given in advance of the meeting c To consider the approval of reasons given for absence 	
2	<ul style="list-style-type: none"> a To receive declarations of interest b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g. 	
3	Confirmation of Minutes	
	<ul style="list-style-type: none"> a To confirm as an accurate record the Minutes of the Meeting held on 15 August 2023 	
4	Residents Issues (15mins allocated to receive residents representations to the Council)	
	<ul style="list-style-type: none"> a Complaints from residents about excessive noise from events at The Crown b The bush on the first bend as you head up Chestnut Green obscures the line of sight of children crossing from the footpath adjacent to the road. Whilst the bush was cut back last year its regrowth has resulted in new concerns 	
5	Planning	Chair
	1) To agree consultation responses to the following planning proposals: <ul style="list-style-type: none"> a Reserved matters application including appearance, landscaping and scale of approval 2022/0484/OUT Outline consent for demolition of existing three bedroom dormer bungalow and erection of 3 detached houses with access and layout considered, The Bungalow, 10 Old Vicarage Lane, Monk Fryston 2) Decision notices received <ul style="list-style-type: none"> a Change of use of land and siting of two shipping containers for storage (retrospective), Community Centre, Old Vicarage Lane, Monk Fryston – granted subject to conditions. 	
6	Finances	Clerk
	<ul style="list-style-type: none"> a Authorised payments since last meeting: 1 Bank Statement to 31 August refers (issued under separate cover). b Current Account Current Account as Statement to 31 August 2023 £25,632.11 Previous Balance £28,011.84 Cash received £00.00 	

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Item		Lead
	<p>Cheques issued and cleared £2379.74</p> <p>Cheques not cleared £00.00</p> <p>Cash available when all cheques cleared £25,632.11</p> <p>c Savings Accounts</p> <p>Yorkshire Bank £19,213.33</p> <p>Skipton BS £74,239.82</p> <p>Nationwide BS £72,107.90</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £6318.00</p> <p>Creditors (+) £479.15</p> <p>Total Commitments (-) / Income (+) (-) £5,838.85</p> <p>e Cash Book</p> <p>Cash Book Balance at 12 September 2023 £25,632.11</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of June was £7309 against a forecast of £9,172.</p> <p>h Capital Reserve Statement</p> <p>Amount ring-fenced for capital expenditure is £147,203.</p> <p>Amount ring-fenced for CIL expenditure is £5,128.</p> <p>Remaining reserve for non-capital expenditure is £27,612</p> <p>i Audit Control</p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.</p>	
7	Clerks Update	Clerk
	<p>a The PC's insurance broker has changed it's name. On 1st September, it retired the BHIB Councils Insurance name, brand and website and start trading as Clear Councils. It became part of the CLEAR Group in 2020 and it has now become a fully-fledged part of that group. Notwithstanding this, business remains unchanged</p> <p>b Nationwide Building Society increased the interest rate on the PC's account to 3.80% AER/gross p.a. (variable) from 30 August.</p> <p>c Cllrs Dent, Hollingsworth and Holmes have been enrolled on YLCA training sessions.</p> <p>d The Clerk's annual review is due in September.</p>	
8	Motions (<i>in bold italic</i>)	Chair
	<p>a <i>To make payments in accordance with payments schedule</i> (invoices and payments issued under separate cover)</p> <p>b <i>To consider the External Auditors report and to agree any ensuing action</i> (report issued under separate cover)</p> <p>c <i>To approved the revised finance regulations.</i> Copy issued under separate cover. New section 20 added to identify spending powers. Clerks Advice Note with particular regard to article 20.3 included</p> <p>d <i>To approve the revised publication scheme.</i> This has been amended to remove the requirement to publish emails and bank sensitive information with the agenda. Copy issued under separate cover</p> <p>e <i>To approve the revised training and development policy.</i> This has been</p>	

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Item		Lead
	<p>amended to reflect the councils commitment to spend up to £100 per councillor on training without the need to refer to council. Copy issued under separate cover.</p> <p>f To approve the initial plan for the location of the Christmas decorations. Copy issued under separate cover</p> <p>g To delegate power to the Clerk to order a wreath each year from the Royal British Legion for the Remembrance Day service.</p> <p>h To agree action following the maturity of the Skipton Building Society 3-year fixed rate bond. Copy of Society's options guide and it's current Bond renewal rates issued under separate cover.</p> <p>i To agree a response to NYC's question to the PC about the PC taking responsibility of trees within the highway. Email 23.8.23 issued under separate cover refers)</p> <p>j To identify any items requiring repair and / or maintenance and to agree any associated action</p>	
9	Discussion Items	Chair
	<p>a Residents issues received under item 4</p> <p>b Consideration of the draft Council Risk Management Policy prior to it be presented for formal adoption</p> <p>c Consideration of the draft Council Risk Management Scheme prior to it being presented for formal adoption</p>	
10	Updates on actions agreed at previous meetings	
11	Committee and Group updates	Various
	<p>a Burial Committee.</p> <p>b Planting Group</p> <p>c Road Safety Working Group</p> <p>d Highways and Footpaths Group</p> <p>e Comms Group</p>	<p>Cllr NS</p> <p>Cllr AS</p> <p>Cllr MB</p> <p>Cllr MB</p>
12	Correspondence	
	<p>POST IN</p> <p>a Skipton Building Society account maturity pack</p> <p>POST OUT</p> <p>a None</p>	
13	Items For Next Meeting	All
	a Items to be with Clerk before 7th October for next meeting on 17 th October	

Clerk's Advice Note re motion 8c of the Agenda for the meeting on 19 September 2023 with particular regard to article 20.3

If agreed the motion will define work that Council considers can be carried out under the power conveyed by the Act. The wording of the Act is as follows. The pertinent wording is set out in article (1)(a)

Local Government Act 1972

S144 Power to encourage visitors and provide conference and other facilities.

(1) A local authority may (either alone or jointly with any other person or body) —

(a) encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area; and

(b) provide, or encourage any other person or body to provide, facilities for conferences, trade fairs and exhibitions or improve, or encourage any other person or body to improve, any existing facilities for those purposes.

(2) Without prejudice to subsection (1) above, a local authority may contribute to any organisation approved by the Secretary of State for the purposes of this subsection and established for the purpose of encouraging persons to visit the United Kingdom or any part thereof.

For information: advice was sought from the Society of Local Council Clerks (SLCC) specifically about the availability of powers for the purchase of Christmas decorations other than LGA 1972 Section 137. The response is contained in it's email of 27 July 2023 (issued separately).

Advice has not been sought on the other works included in the (proposed) articles 20.3.1, 20.3.3 and 20.3.4 of the motion which have been incorporated additionally.

In considering the motion it is recommended that Council identifies the recreation (or health or etc) objectives that is the target of the expenditure that would arise from each individual item in article 20.3 before determining it's appropriateness to the S144 legislation.

Monk Fryson Parish Council

Christmas Decorations 2023

Outline Plan

1. Budget

The Council has an agreed budget of up to £4000 to spend on decorations and up to £2400 to spend on lamppost power.

2. Purchasing.

merry Xmas sign
Xmas tree motif
snowflakes motif
snowflakes 2 motif
Bells motif
shooting star motif
presents motif
235m of string lights white
235m of string lights multi coloured

3. Installation

a. Power to poles

Prices have been requested from North Yorkshire Street lighting to fit power sockets to the required lampposts. Price awaited.

b. String lights

New string lights to be installed on the tree at the triangle and the tree on chestnut green.

c. Motifs and decorations

Motifs to be fitted along water lane as per the attached location sketch. Location LP9,10,11,14,15,16

The merry xmas sign to be placed on the fence at the side of the triangle. This is to mitigate the need for an additional power socket.

d. Physical installation and removal

i. A price has been requested from a contractor to install, dismantle and store the motifs. Awaiting quote.

ii. As an alternative a price will be sought to hire in a lifting platform (genie type) for two separate days and suitably competent persons to install the decorations on the lampposts.

e. Testing

Existing power supplies that are being reused will be pat tested.

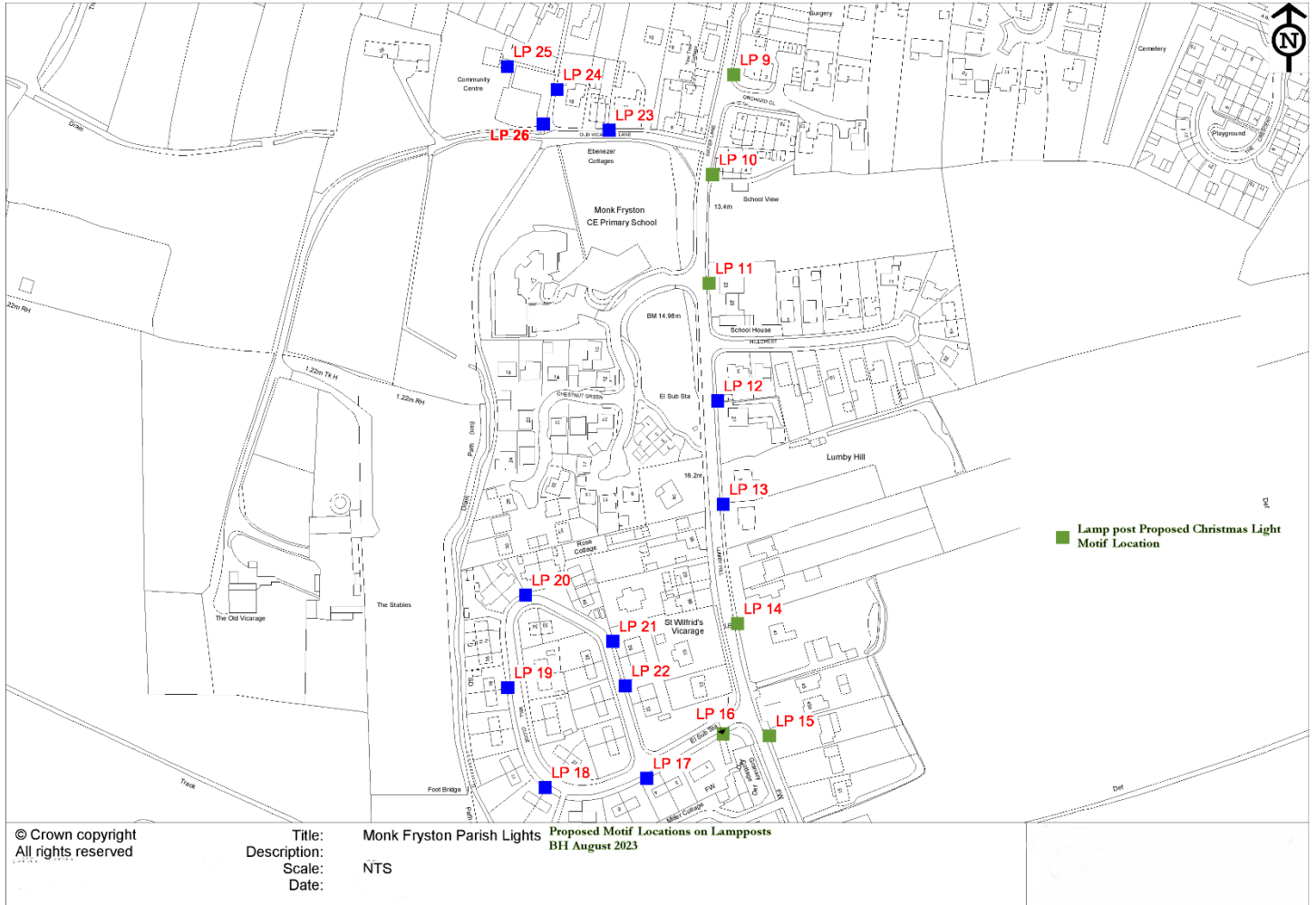
4. Storage

Potential storage at the triangle by purchasing a metal 'shed' awaiting confirmation from NY land owner to see if it is acceptable to install this under our licence. Additional expenditure required.

5. Risks

The risks will be shown in Appendix B

Appendix A Location of motifs



Appendix B Risks Table

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Monk Fryston Parish Council – NY0391**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR. Information received from the smaller authority indicates that an asset purchased during the year has not been included in Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

07/09/2023

Monk Fryston Parish Council Document 003	Page 1 of 16
Financial Regulations	Rev: 4
Prepared and Issued by: RFO and Ashley Kaye	Issued: 15.05.23
Approved at Council Meeting	

Document Distribution

Copy	Distribution
1	All Councillors
2	Clerk
3	Web site

Document Change History

Revision	Date	Author	Verified	Section	Change Description
1	4/9/12	BH	PC	Reviewed and updated	
2	8/1/13	BH	PC	17	new regulation minute 8k 8/1/13 refers
3	16/8/22	SW/PS			Updated to bring in line with NALC Model
4	15.05.23	AK		Reviewed and updated	Updated to reflect NALC document Feb 2023
5		BH			New section 20 on spending powers

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INTRODUCTION

These financial regulations govern the conduct of financial management by this Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers.

1. General

- 1.1. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency, and effectiveness in the use of its resources.

¹ Standing Orders Monk Fryston Parish Council 2022 Doc 002

- and produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:
1. setting the final budget or the precept (council tax requirement);
 2. approving accounting statements.
 3. approving an annual governance statement.
 4. borrowing.
 5. writing off bad debts.
 6. declaring eligibility for the General Power of Competence; and
 7. addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. The council can delegate other matters in these regulations to a committee save those identified in regulation 1.13 and elsewhere in this document.
- 1.15. In addition, the council must: determine and keep under regular review the bank mandate for all council bank accounts.

- approve any grant or a single commitment more than £5000 (five thousand) and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.17. The council will provide a computer and other devices, as required, (laptop) for the RFO to undertake their financial duties with respect to Council business.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- 2.2. On a regular basis, at least once every four months and at each financial year end, a member other than the Chair, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council.
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.

to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships. and

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5000 (five thousand)
 - a duly delegated committee of the council for items over £500 (five hundred); or
 - the Clerk, in conjunction with Chair of the Council or Chair of the appropriate committee, for any items below £500 (five hundred)

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 (five hundred) The Clerk shall report such action to the chair as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 (one hundred) or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process. Contracts may not be disaggregated to avoid controls imposed by these regulations.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the

schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council. or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000 (ten thousand) provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant more than £5,000 (five thousand) shall before payment, be subject to ratification by resolution of the council.

- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

N.B. Council current account banking arrangements are now online. Monk Fryston Hillam and Burton Salmon Joint Burial Committee are delegated to operate their own financial regulations and processes.

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment will be made.
- 6.3. If thought appropriate by the council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.4. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.5. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.6. Where a computer or device owned by the council (see 1.17), requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer.
- 6.7. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.8. Regular back-up copies of the records on council devices shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.9. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.
- 6.10. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify 4 councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with 2 approvals
- 6.11. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.12. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.13. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 (five hundred pounds) unless authorised by council or finance committee in writing before any order is placed.
- 6.14. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.15. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made by cash or card by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as Hire Purchase or Leasing of tangible assets, shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off after twelve months.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.7. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the

RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council.
- v. for additional audit work of the external auditor up to an estimated value of £500 (five hundred) in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 (twenty five thousand) or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000(twenty five thousand) in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 (three thousand) and above £100 (one hundred) the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply

.i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

l) k)The council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250 (two hundred and fifty)
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk as the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
18. When considering any new activity, the Clerk as the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

19. Suspension and revision of Financial Regulations

- 19.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 19.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

20. Spending Powers

- 20.1. No Spending shall be authorised unless it comes under the legal powers and duties of the Parish Council
- 20.2. Where spending is likely to be outside the powers and duties this shall be made using the powers set by section 137 of the Local Government Act 1972. This is limited to a maximum value set by the Government on an annual basis. Any spending outside this value is not permitted.
- 20.3. Spending for encouraging visitors under section 144 of the Local Government Act 1972. Such spending may include:-
 - 20.3.1. Planting and Planters. This includes all aspects of procurement, servicing and maintenance.
 - 20.3.2. Christmas decorations. This includes procurement, Installation, inspection and maintenance.
 - 20.3.3. Grass cutting of verges
 - 20.3.4. Maintenance of fences and railings in common areas
- 20.4. This section will be subject to review from time to time.

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2		BH			Emails and finance docs removed from Agenda publication
3					

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1.0 Summary

The Parish Council is required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Monk Fryston Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely by an email or hard copy on request to the Clerk, by inspection or on the council web site.

2.0 Classes of information

Information is divided into several classes to provide clarity these are as follows: -

Class	Description	Narrative
1	Who we are and what we do.	Organisational information, locations and contacts, constitutional and legal governance.
2	What we spend and how we spend it.	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3	What our priorities are and how we are doing.	Strategy and performance information, plans, assessments, inspections and reviews.
4	How we make decisions.	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5	Our policies and procedures.	Current written protocols for delivering our functions and responsibilities.
6	Lists and registers.	Information held in registers required by law and other lists and registers relating to the functions of the authority.
7	The services we offer.	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3.0 Responsibilities

The overall management of the publications scheme lies with the Parish Council as a corporate body. The Council has delegated specific responsibilities as defined below. The approval of this document also confirms the delegations as detailed below.

Publication Type	Responsible Person
Printed Documents	Clerk to the Council
Viewed documents	Clerk to the Council
Email Documents	Clerk to the council
Web documents	Nominated councillor for web updates

4.0 Payment

Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes.

For printing and emailing of documents please contact the clerk. It may take up to 7 days for requests to be processed.

For visual inspection of documents please contact the clerk to make an appointment.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request.

Payment is due before documents are made available/issued and to be carried out by bank transfer. The clerk will provide the details on request. Payments due will be as per the table of charges Below

1. Table of Charges

Media	
Printing of Documents Per side	A4 30p A3 60P
Visual inspection of documents	£12 per hour minimum 1 hour
Email Documents	£2 per document
Web Documents	£0
Notice Board Documents	£0

5.0 Schedule of Published Information

Publication Type Key Web(W), Hard Copy (P), e-mail (E), visual Inspection (V), Notice Board (N)

Class	Type	Document	Document Information ref no location etc	Publication Type
1	Who we are and what we do.			
		Council contact details and councillor information in line with the Transparency Code		W
		Members Declaration of Acceptance of Office		V
		Members Register of Interests		W Local Authority
2	What we spend and how we spend it.			
	Annual Returns	Annual return form		WN
		Annual Statutory report by internal auditor		WN
		Annual Statutory report by external auditor		WN
		Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.		V
		Precept request – limited to the last financial year.		WPE

Class	Type	Document	Document Information ref no location etc	Publication Type
		VAT records – limited to the last financial year		V
		Annual Budget		W
	Contracts	Grass Cutting Contract		V
		Lighting Repair Contract		V
	<p>Exclusions –</p> <p>a) all commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.</p>			
3	What our priorities are and how we are doing.			
		Criteria representing council improvement through the management and development of staff and councillors.		
		Action plan for the current year.		
4	How we make decisions			
	Meeting Information	Minutes of council, committee, and sub-committee meetings – limited to the last 2 years.		WPEN
		Agendas and supporting papers for council and committee meetings- limited to the last 2 years.		WPEVN

Class	Type	Document	Document Information ref no location etc	Publication Type
		<p>Exclusions –</p> <p>a) all commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.</p> <p>b) e-mails sent in relation to meeting business will not be published. However relevant documents attached to emails will be published. This is to maintain confidentiality in accordance with GDPR.</p> <p>c) Finance sensitive information will not be published. E.g. details contained in bank statements or banking transactions. This is to maintain financial integrity and minimise the impact of fraud on our bank accounts.</p>		
	Employment	Terms & conditions of employment Job descriptions.		PEV
		Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act.		
	Planning Documents	Responses to planning applications		W (LPA) PEV
		Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.		
		Calendar of Meetings		W
5		Our policies and procedures.		
		Standing Orders		WPE

Class	Type	Document	Document Information ref no location etc	Publication Type
		Financial Standing Orders and Regulations		WPE
		Code of Conduct		WPE
		Grants Policy		WPE
		Terms of Reference for Committees		WPE
		Publication Scheme		WPE
		Crime and Disorder Policy		WPE
		Biodiversity Policy		WPE
		Complaints Procedure		WPE
		Criteria demonstrating good governance in managing the business and finances of a council		W
		Accessibility statement		W
		Privacy notice		W
		Publicity advertising council activities		W
		Action plan for the current year		W
		Criteria representing a council's role in the community and how it engages with the community.		W
6	Lists and registers.			
		Asset register		WV

Class	Type	Document	Document Information ref no location etc	Publication Type
		Risk Assessments		WV
		Safety inspection records. for example, for open spaces		WV
	The services we offer			
7	Council Circulars letters	Council Newsletter		WEP
	Social Media	Facebook, Twitter	N/A	W
		Evidence of consulting the community		W

DRAFT RISK MANAGEMENT POLICY

1 Introduction

1.1 This document forms the Council's Risk Management Policy. It sets out:

· What is risk management; · Why does the Council need a risk management Policy; · What is the Council's philosophy on risk management; · What is the risk management process · Roles and responsibilities; · Future monitoring

1.2 The objectives of this Policy are to:

· Further develop risk management and raise its profile across the Council; · Integrate risk management into the culture of the organisation; · Embed risk management through the ownership and management of risk as part of all decision making processes; and · Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can relate to missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need to have Risk Management

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 Effective Risk Management will help to ensure that all Committees/service areas understand risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations to establish and maintain a systematic Policy, framework and process for managing risk.

4. Risk Management Scheme

Monk Fryston Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a scheme that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

5. Implementing the Scheme

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to others e.g. by revising contractual terms; Sharing - the risk is shared with another party; Insuring - insure against some or all of the risk to mitigate financial impact;

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Identifying, assessing and prioritising risk

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring: **Low = 1 to 5 Medium = 6 to 11 High = 12 to 25** Where a residual risk is low further action will only be taken where it is viable to do so. Medium risks will be addressed within the next **3 to 6 months**. High risks will require action as soon as possible. **[Note that the figures in bold are only examples – a council may have a different scoring system and can insert its own policy timescales; ensuring these are reasonable]**

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Elected Members – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including

- (a) Approval of the Risk Management Scheme;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration and endorsement of the Annual Governance Statement;
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.

6.4 The Clerk – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the Risk Management Policy. The Clerk will:

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
- (c) update the Council on the implications of new or revised legislation;
- (d) assist in handling any litigation claims;
- (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- (e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;

6.5 Responsible Finance Officer –the RFO will:

- (a) assess and implement the Council's insurance requirements;
- (b) assess the financial implications of strategic policy options;
- (c) provide assistance and advice on budgetary planning and control;
- (d) ensure that the council's financial information systems allow effective budgetary control and internal control generally;
- (e) maintain the Council's Risk Register;
- (f) effectively manage the Council's investment and loan portfolio.

6.6 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

The council will appoint the internal auditor annually and will ensure that the person/company appointed is competent to do the work required.

6.7 Review and future development – Review and future development of the Risk Management Policy and Scheme will be overseen by the whole Council.

6.8 Training – Councillors and employees will attend risk management training where available. The aim will be to ensure that both councillors and staff have the skills necessary to identify, evaluate and control the risks associated with the services the council provides.

6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

7.1 Review of Risk Management Policy - This Policy will be reviewed annually.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

This is an example of a simple scheme. It uses slightly different headings to that which we are recommending in the presentation. However, it is still reasonable and may be a good example for a smaller council to use.

DRAFT RISK MANAGEMENT SCHEME

MONK FRYSTON PARISH COUNCIL

Items overmarked yellow require particular consideration

CATEGORY/AREA	RISK	LEVEL	MITIGATIONS
FINANCE			
Bank & Banking	Inadequate checks Bank mistakes Loss Charges BACS payments	Low Low Low Low Medium	Council applies the requirements of the Financial Regulations which are reviewed annually. Bank mistakes are dealt with as and when they arise and are identified as a result of monthly reconciliation. Annual audit process ensures that proper accounting processes are kept. There is a comprehensive policy in the Council's financial regulations for the effective management of electronic payments
Savings accounts	Loss of passbook	Low	Passbooks kept in fireproof cabinet and updated regularly
Cash	Loss through, theft or dishonesty	Medium	Cash is banked on the date of receipt. There is no petty cash or float. Fidelity insurance is in place.
Direct Costs Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	Low Low Low Low Low	The Council complies with its financial regulations. No payment is made for goods not received or services not supplied. All invoices are checked for accuracy. Payments are authorised at Council meetings and are checked against the payments schedule. The Council generally does not hold stock but buys in as required. Any unpaid invoices are chased and there is no evidence of bad debt.
Credit Card	Loss of card Fraudulent use	Low Med	The card is stored in a locked cabinet when not on the person of the Clerk. Card details are not stored on any online sites. Additional level of security activated for all online transactions. Account is reconciled every month.
Precept	Adequacy of precept Precept requirement not submitted Precept requirement not received by District Council	Low Low Low	Precept established by reference to budget developed by the Clerk and subsequently considered/approved by the Council. Budget developed by reference to previous year's actuals, projected and budget figures and in consideration of future projects. Draft budget prepared November with budget/precept approval usually December. Submitted to North Yorkshire Council (NYC) in December following NYC's request. Precept received in two payments, May and October.
Financial Recording	Inadequate records Financial irregularities	Low Low	Two nominated Councillors review financial records, minutes etc twice a year. Bank reconciliations and payments/receipt schedules are produced for each meeting and

			payments approved. Analyses of budget vs. actual are also provided periodically. The Responsible Financial Officer is responsible to ensure proper procedure is followed.
Election Costs	Risk of election costs	Low	Covered by budgeted sum set aside to reserves
Legal Powers	Acting Ultra Vires	Med	Clerk and Councillor training. All activity and payments resolved/agreed and recorded.
Insurance	Adequacy Costs Compliance	Low Low Low	Council has agreed a 3-year arrangement with an insurance provider and reviews content 2 months prior to renewal. New assets are added to the policy immediately.
PROPERTY			(An asset register is maintained for all assets)
Benches & Street Furniture	Damage to item/injury to third party	Low	Third party liability insurance and furniture insured. Regular inspection to identify any items needing repair or replacement.
Public Open Spaces	Injury to third parties	Low	Areas kept well maintained, grass and bushes cut back. Weekly walk through by nominated councillor. Any reported problems acted upon quickly
Notice Boards	Damage to item/injury to third party	Low	Insurance and maintenance. Clerk to inspect when putting up notices
Trees	Possible danger to third parties from: low hanging branches, dead wood falling, dropping branches and collapse	Low/High	Third Party Liability Insurance. A five yearly tree survey by arboriculturist provides a risk-based report on which the Council may act. Regular inspection by grounds maintenance contractor picks up ongoing issues. Any report from members of the public acted on swiftly
Christmas Lights	Damage to lighting installations. Erection of display and taking down. Electrical faults. Injury to third parties	Med	Lights included in Parish insurance. Erection and taking down carried out by competent qualified contractor carrying their own insurance. Installation tested for electrical safety each season. Guidelines and regulations followed in siting display.
ACTIVITIES			
Members Interests	Conflict of Interests/Members acting outside of Nolan Principals	Med	A standing item on the agenda serves as a reminder to Councillors to declare pecuniary interests and conflicts of interest in meetings. Register of members interest forms are reviewed by Councillors, particularly when personal circumstances alter.
Storage of Personal Data	Data Protection Act compliance Freedom of Information compliance	Med Low	Staff training in this area. The Council is registered as a data controller under the DPA The Council has a Publication Scheme which is reviewed annually. The Council's document retention policy controls how long information is retained and disposed of.
Storage of Documents (Paper)	Loss from fire, water or other damage	Low	Essential documents now held in a fireproof secure cabinet. Arrangements in place to transfer old documents held in the attic to secure storage at archives.
Storage of Documents (Digital)	Loss of vital data, breach of data security	Med	The Council's electronic records are stored on the Council's computer(s). Backups are taken at regular intervals. All documents are backed up onto computers and on

			cloud storage. Passwords changed on a regular basis.
Events	Third party injury. Illegal activities bring Council into disrepute. Risks posed by moving vehicles and pedestrians sharing space	Low	Events covered by Council's insurance policy. Risk assessment kept for all activities. Caterers required to provide copies of certificates etc. External groups required to have Public Liability Insurance.
Events	Third party injury. Risks caused by firework display and bonfire. Risks managing large crowd. Possibility of injury and illness to member of the public	High	Event very carefully planned. Insurance to cover public liability. First aiders and community first responders for public events. Sufficient marshals with good communications to keep crowd safe. Emergency services informed of event.
EMPLOYEES			
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances.	Low	The Council has a separate Business Continuity Plan
Staff Management	Actions undertaken by staff	Low	The Council acts as the employer for exercise of duty of care with annual review meetings.
Staff Health	Injury at work or illness as a result of work		Employers Liability Insurance, Safe Working Policy to cover Lone Working. Risk assessments for all activities undertaken by staff. H&S policies including First Aid for staff, manual handling, Safe use of Equipment and reporting of Incidents (RIDDOR and HSE)

Date of Last Review.....

Next Review due

A quick guide to your maturing account

Important information - your options

If you're happy to put your money in a new 1 Year Fixed Rate Bond (Maturity) (the '**do-nothing**' option) you don't need to do anything, as your existing account will automatically transfer on maturity. Once it's transferred, you'll have 21 days to make withdrawals, add more money, close the account or give an alternative instruction. If you're withdrawing from or closing your account, you can choose to have your funds sent by either cheque or faster payment.

Ways to provide us with your maturity instructions

Instruction	Online	Branch	Post	Email	Phone
Before Maturity:					
Add more money to your existing product*		✓	✓		✓
Choose a product from the enclosed range	✓	✓	✓	✓	✓
Transfer your money to another existing Skipton account on maturity	✓	✓	✓		✓
Open another product from our full savings range on maturity	✓	✓	✓		✓
Withdraw some of your money on maturity	✓	✓	✓		✓
Withdraw all your money and close your account on maturity	✓	✓	✓		✓
For 21 days after maturity: ^					
Add more money to your new product		✓	✓		✓
Choose a different product from the enclosed range		✓	✓		✓
Transfer your money to another product from our on-sale range		✓	✓		✓
Withdraw money		✓	✓		✓
Close your account		✓	✓		✓

*On maturity your entire balance including any additional payments will move into the new product that you've chosen once your account matures.

^If you'd like to change your mind and provide an alternative instruction, this will be subject to any restrictions on withdrawals and minimum/maximum account operating balances. The 21-day paying in/withdrawal restriction only applies if you've chosen a fixed rate maturity product.

Branch

You can call your Skipton branch to give your instructions and our colleagues will be happy to help you. Find your nearest branch at skipton.co.uk/branchfinder and take your National Insurance Number and a form of ID if you visit.

Post

Complete and return the enclosed Savings Maturity Instructions Form to FREEPOST SKIPTON BUILDING SOCIETY.

Email

Email Mymaturityinstruction@skipton.co.uk including the account number of your maturing account plus the name and where applicable the term (eg 2 year) of the product you'd like to transfer to. If you choose one of the products we've offered you in this pack, please ensure that you add '(Maturity)' at the end of the product name.

Phone

Call us on 0345 607 9823. Lines are open Mon - Thurs 8am - 6pm, Fri 8am - 5:30pm and Sat 9am - 12pm. We can discuss your options and then take your instructions when you've decided.

If the maturing account isn't yours

For example, if you hold Power of Attorney or you're a deputy for a Skipton customer, or if you're a trustee, please visit any branch or write to us at FREEPOST SKIPTON BUILDING SOCIETY or call us on 0345 607 9823 to discuss how to give maturity instructions.

Fixed Rate Bond Range (Maturity)

These accounts might be right for you if...

- ✓ You want a fixed rate of interest that's guaranteed for the fixed term.
- ✓ You don't need immediate access to your savings.
- ✓ You have a lump sum of at least £500 to deposit.

These accounts will not be right for you if...

- ✗ You want to make any payments into the account more than 21 days after your previous product matured.
- ✗ You want to withdraw money before the end of the fixed term.
- ✗ You want to open and manage your account online.

Summary box – key savings account information

What is the interest rate?	Account name	Balance	Annual Interest (gross)	Monthly Interest (gross)	AER
	1 Year Fixed Rate Bond (Maturity)	£500+	5.25%	5.13%	5.25%
	2 Year Fixed Rate Bond (Maturity)	£500+	5.50%	5.37%	5.50%
	3 Year Fixed Rate Bond (Maturity)	£500+	5.75%	5.60%	5.75%
Annual interest is earned daily and paid on the anniversary of account opening. Monthly interest is earned daily and each month's interest is paid on the same date your account was opened or the last day of the month if shorter.					

Can Skipton Building Society change the interest rate?

The interest rate is fixed for the term of the account.

What would the estimated balance be at the end of the fixed term based on a £1,000 deposit?

Account name	Opening balance	Estimated balance
1 Year Fixed Rate Bond (Maturity)	£1,000	£1,052
2 Year Fixed Rate Bond (Maturity)	£1,000	£1,113
3 Year Fixed Rate Bond (Maturity)	£1,000	£1,182

The estimated balance projection above assumes that:

- The amount stated is initially transferred in from your maturing Skipton product
- No further deposits or any withdrawals are made
- The interest is paid annually and added to the account

Estimated balances are for illustrative purposes only.

How do I open and manage my account?

This account is available to UK residents aged 16 or over who have had a Skipton fixed term product mature in the last 21 days (Original Maturity Product) and can be managed in any of our branches, by post or by phone. The account can be opened by transfer from your Original Maturity Product when it matures. Alternatively, for up to 21 days after your Original Maturity Product matures, you can give us an instruction to open an account by transfer from another Skipton account. The opening payment must be made within 21 days of maturity of the Original Maturity product. This payment must include funds which originated from the Original Maturity Product and have remained with Skipton since maturity.

You can pay in more money for 21 days after the end date of your Original Maturity Product. After this, your account will be closed to further deposits.

You can save from £500 up to £1 million per account.

Joint accounts are allowed.



Monk Fryston Parish Council Document	Page 1 of 5
Title Training and development of staff and councillors	Rev: 2.0
Prepared by: Bill Holmes	Issued: 18th July 2023
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Revision	Date	Author	Verified	Section	Change Description
1	18 th July 2023				New Policy
2					Include provision for £100 per councillor training 2f
3					

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1. Introduction

This document forms the Council's Training and Development Policy. The purpose is to :-

- a. Encourage Councillors and staff to undertake appropriate training
- b. Allocate training in a fair manner
- c. Ensure that all training is evaluated to assess its value

2. Commitment to Training

- a. Monk Fryston Parish Council is committed to the ongoing training and development of all Councillors and employee(s). This will enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.
- b. Monk Fryston Parish Council recognises that its most important resource is its Councillors and employees and is committed to encouraging both Councillors and employees to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.
- c. The Council expects employees to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies. In order to ensure CPD, the clerk is encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the council.
- d. Undertaking training yields a number of benefits:
 - i. Improves the quality of the services and facilities that Monk Fryston Parish Council provides
 - ii. Enables the organisation to achieve its aims and objectives.
 - iii. Improves the skill base of the employee(s), producing confident, highly qualified staff working as part of an effective and efficient team.
 - iv. Demonstrates that the employee(s) are valued.
- e. Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- f. **Council resolved at its meeting of 17th May 2022 (minute 9n) to allow up to £100 per councillor per annum, to be expended on training. Courses to be arranged through the clerk. Any training costs above this to be referred to Council for approval.**
- g. The process of development is as follows:
 - i. Training needs should be identified by considering the council's overall objectives, as well as individual requirements.
 - ii. Planning and organising training to meet those specific needs.
 - iii. Designing and delivering the training.
 - iv. Evaluating the effectiveness of training.

3. The identification of Training Needs

- a. Employees will be asked to identify their development needs during meetings with Councillors on the Staff and Personnel Committee and at the annual appraisal. Councillors training needs will be identified upon election and during their term of office, as detailed in:-
 - i. Legislative requirements i.e. First Aid, Fire Safety, Manual Handling

- ii. Changes in legislation
- iii. Changes in systems
- iv. New or revised qualifications become available
- v. Accidents
- vi. Professional error
- vii. Introduction of new equipment
- viii. New working methods and practices
- ix. Complaints to the Council
- x. A request from a member of staff
- xi. Devolved services / delivery of new services
- xii. Other circumstances may present the need for training

4. Minimum training requirements:

- a. Employees (the Clerk)
 - i. On appointment

Training needs will be discussed with the Chair. If the Clerk is new to the job, they should attend the YALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

- ii. During employment

Consideration will be given to the Clerk undertaking the Introduction to Local Council Administration Course offered by SLCC. This is a web-based training course the cost of which will be met by the council.

Upon a request from the Clerk, consideration will be given to the Clerk undertaking the Certificate in Local Council Administration (CiLCA) as offered by SLCC. This is the professional qualification for Clerks and must be completed within a year of registration.

Consideration will be given to the Clerk attending the YALC course which assists with the CiLCA qualification

- b. Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by YALC within six months of appointment. The cost of attendance will be met by the Council.

New councillors will receive a Councillor Reference pack. If required a briefing on the Code of Conduct can be arranged

- c. Chairman

Consideration should be given to the Chairman attending the Chairman course run by YALC. The cost of attendance will be met by the Council

5. Corporate Training

Corporate training is necessary to ensure that employee(s) are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

6. Financial Assistance

- a. It is important to note that all training funded by the council must be appropriate to the needs of the Council, be relevant to the individuals role and is subject to the availability of financial resources.
- b. Each request will be considered on an individual basis and the benefits to the individual and the council will be identified
- c. Where possible, all training courses will be attended locally in the interest of operational effectiveness and obtaining best value.
- d. Other considerations include the following:
 - i. Implication of employee release for training course(s) on the operational capability of the Council
 - ii. The most economic and effective means of training
 - iii. Provision and availability of training budget
 - iv. For approved courses employees can expect the following to be sponsored:
 1. The course fee
 2. Examination fees
 3. Associated membership fees
 4. One payment to re-take a failed examination
- e. Councillors and officer(s) attending courses are required to inform the Clerk or Training Officer immediately of any absences, giving reasons.
- f. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- g. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave Monk Fryston Parish Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. In addition, all costs must be repaid if the employee leaves before completion of the qualification or fails to complete it.
- h. If the employee takes up employment with another Local Authority an exemption to this clause may be granted

7. Study Leave

- a. Employees who are given approval to undertake external qualifications are granted the following:
- b. Study time or payment to attend day-release courses
- c. Time or payment to sit examinations
- d. Study time or payment of one day per examination (to be discussed and agreed by the Chair in advance)
- e. Provision of study or payment time must be agreed with the Council prior to the course being undertaken.

8. Short Course/Workshops/Residential Weekends

- a. Where attendance is required at a short course, hours attended may be claimed if appropriate.
- b. Councillors and employees attending approved short courses/workshops/residential weekends can claim for the following
 - i. The course fee.
 - ii. Travelling expenses in accordance with the Council s current policy

- iii. Subsistence in accordance with the Council s current policy
- iv. Payment for any time incurred additional to the contracted hours.

9. Evaluation of Training

Records of all training undertaken by employee(s) and councillors will be held within a register on SharePoint.

As part of Monk Fryston Parish Councils continuing commitment to training and development, employee(s) are asked to provide feedback to the Council on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.